



Registered Charity No. 1125878

POLICY TITLE:	Data Protection Policy
EFFECTIVE DATE:	1st July 2013
WITHDRAWAL / RENEWAL DATE:	Current / June 2014
QUERIES:	Caroline Farnell (HR)
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Data Protection Policy

The Data Protection Act 1998 (DPA) regulates the way in which certain information about employees is held and used.

Crystal Palace FC Foundation considers that many of the principles in the Act represent good practice, hence the need for us to comply with the Act.

This policy gives details about the type of information that the Foundation keeps about its employees and the purposes for which it keeps them.

Throughout employment and for as long a period as is necessary following the termination of employment, the Foundation will need to keep information for purposes connected with an employee's employment.

These records may include:

- information gathered about an employee and any references obtained during recruitment
- details of terms of employment
- payroll, tax and National Insurance information
- performance information
- details of grade and job duties
- health records
- absence records, including holiday records and self-certification forms

- details of any disciplinary investigations and proceedings
- Disclosure and Barring Records
- training records
- contact names and addresses
- correspondence with the Foundation and other information provided to the Foundation.
- Risk Assessments

The Foundation believes these uses are consistent with our employment relationship and with the principles of the DPA.

The information held will be for our management and administrative use only, but from time to time, we may need to disclose some information we hold about employees to relevant third parties. We may also transfer information to another Group or Foundation, solely for purposes connected with an employee's career or the management of the Foundation's business.

It should also be noted that the Foundation might hold the following information about an employee for which disclosure to any person will be made only when strictly necessary for the purposes set out below:

- an employee's health, for the purposes of compliance with our health and safety and our occupational health obligations
- for the purposes of management and administration, for example to consider how an employee's health affects his or her ability to do his or her job and, if the employee is disabled, whether he or she requires any reasonable adjustment to be made to assist him or her at work
- the administration of insurance, pension, sick pay and any other related benefits
- in connection with unspent convictions to enable us to assess an employee's suitability for employment.

The Foundation requires all employees to comply with the DPA in relation to the information about other staff. Failure to do so will be regarded as serious misconduct and will be dealt with in accordance with the Organisation's disciplinary policy and procedure. If an employee is in a position to deal with personal information about other employees, he or she will be given separate guidance on his or her obligations, and must ask if he or she is unsure.

Employees should endeavour to ensure all young peoples' details are kept safely and securely at all times.

Employees must ensure that all passwords for ALL databases are to be kept confidential and regularly reviewed.

The person with overall responsibility for compliance with the DPA is Soye Briggs, Director of Community Development.